

## **OLRS Communication**

- What?** Statewide Records Retention
- Who?** OLRs Professional Users
- Why?** Abolishment of DES Unique Records Retention
- When?** Effective September 5, 2012

**Message:** The Department of Enterprise Services (DES) requested and received approval to change previously established unique retention schedules for online recruiting systems records (former SAP E-Recruiting and the current NEOGOV OLRs).

Online recruiting records are now covered by the [State Government General Records Retention Schedule](#) (SGGRRS), section 4.13 Recruitment/Hiring and have a retention period of three years.

**Additional Information:** The [OLRS Training](#) class is scheduled on October 25 – 26 for recruiters who are new to using the system. The [OLRS Advanced Scoring Workshop](#) for recruiters who use the system on a regular basis and want to learn more about automated scoring within the system is scheduled on November 8. Register for these classes through your agency training representative.

**Questions? Contact:**

Service Center: (360) 664-6400

Email Contact: [servicecenter@dop.wa.gov](mailto:servicecenter@dop.wa.gov)

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